



natural resources  
conservation service

**integrated accountability system**

IAS Next Generation

# **Program and Activity Codes Descriptions for FY2008**

April 2008

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## **FORWARD: WHY IS ACCURATE TIMEKEEPING IMPORTANT?**

One of the priorities of recent administrations is to strengthen the linkage between budget decision-making and program performance. In December 2001, the Office of Management and Budget (OMB) provided its scorecard containing five core criteria to achieve a “green” rating. One of the five core criteria is Budget and Performance Integration.

NRCS presently collects and reports accomplishments through its Performance Results System (PRS). Costs are reported by program and activity through the Total Cost Accounting System (TCAS). Employee salaries and benefits are the largest component of all NRCS programs. TCAS shows where Agency efforts are concentrated and performance recording demonstrates the impacts of those efforts.

These above three systems are used as sources for the Conservation Information System (CIS) management tool. These separate parts of the AIMS (Accountability Information Management System) are integrated and utilized for many management functions such as Workload Management, Strategic Planning, Agency Budget Planning and will support the IDEA (Integrated Data for Enterprise Analysis).

Agency policy concerning performance documentation, General Manual section 340-GM Part 403, is based on the authority and guidance contained in the Government Performance and Results Act (GPRA) of 1993.

The Total cost Accounting System is an integral building block of accountability measurement as it shows where employee time is spent and quantifies the adherence to laws, rules and policies.

Inaccurate time inputs will translate into incorrect costs for delivering programs. This can have a negative impact upon the Agency and its appropriations under the OMB performance based budgeting criteria.

Recent studies have shown significant reporting issues with respect to employee adherence to time accounting. Because of the significant impact on all other parts of the AIMS system, it is believed by Agency Leadership that a greater understanding of the identified problems will result in appropriate actions by all levels of the Agency to work to improve the accuracy of time accounting. For example, the following differences were noted when comparing TCAS reported hours to those collected during ABC-2006 for one important program Activity.

Activity: Eligibility Determinations and Processing Applications (Staff Years(2088 hours))

Program	WebTCAS	ABC	Difference
EQIP	173.32	194.96	ABC 12.5% more
WHIP	8.15	12.94	ABC 58.8% more
CSP	50.57	44.76	ABC 12.5% less

Certainly there may be reasons for the difference other than inaccurate timekeeping, but it should be the goal of good managers to reduce the unexplained differences and make measurement of program costs as accurate as possible.

## HOW CAN WE IMPROVE TIMEKEEPING?

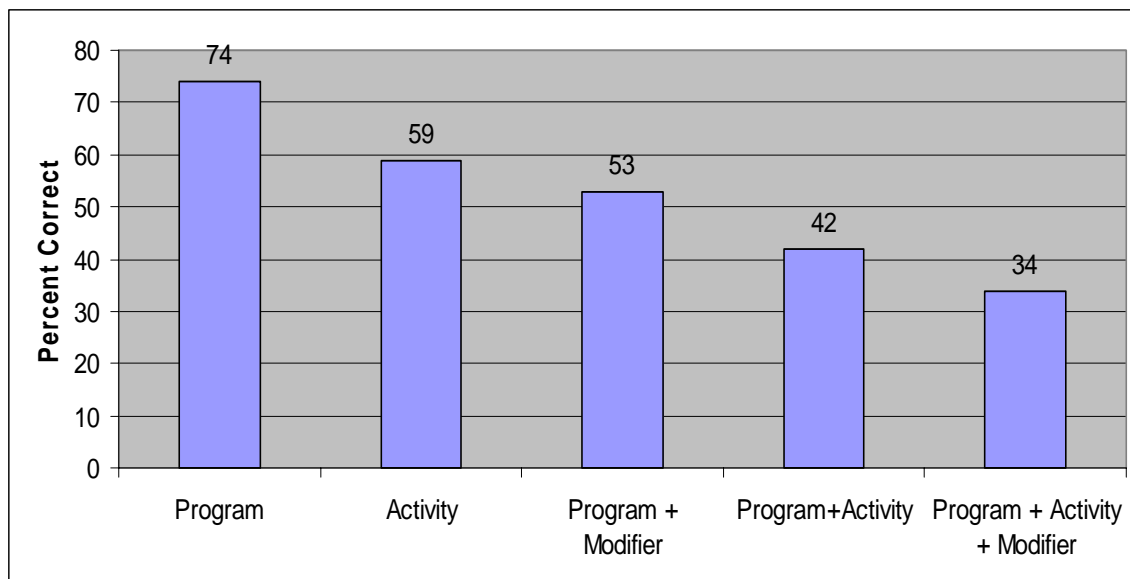
### 1. Improve employee understanding of the TCAS business rules and definitions

The three levels of time accounting codes, namely program, activity, and modifier, create a relatively complex system. It has been found that time reporting accuracy decreases with the compounding of the time codes.

Two separate oversight studies were conducted to measure the accuracy of employee time reporting. Both studies found that there is a compounding effect that increases the error rate as the TCAS codes are combined.

The figure below from the 2<sup>nd</sup> unofficial study displays this effect of increasing error beginning with program and activity independently, then program with modifier, then program plus activity, and finally all three combined. Based upon the information in the graph, simplification of TCAS by having fewer and broader categories would likely improve the accuracy of time reporting (Please note that modifiers have since been omitted from TCAS). Another indicator from the graph is that the TCAS definitions for program are easier for staff to understand than the activity definitions.

**Figure 2 – Compounding Effect on Accuracy of TCAS Codes**



Interviews conducted with individuals concerning TCAS rules, definitions, and the on-line system determined that:

- Only forty-five percent of the respondents had or could reference the latest copy of the IAS Program, Activity or Modifiers. Most of the others still had training materials or copies of older outdated materials.
- Employees do not routinely refer back to TCAS rules and definitions, but instead many rely on unofficial interpretations of those definitions by managers.
- At the time of the study (2003), about 50 percent of the respondents felt comfortable and did not have any complaints with the TCAS system. The other 50 percent were frustrated by the system slowness or inability to get in and out without system problems. This situation may have been mostly remedied by improved connectivity to the internet in recent years.
- Interviewees were also evenly divided when asked their opinion about the number of TCAS codes to which they charged time as being appropriate or too many.

## **2. Improve Managerial oversight of their employees use of Activity Codes to ensure accurate reporting.**

The 2003 study determined that fifty percent of respondents were not aware of any activities by middle management to help them better understand and meet their responsibilities with TCAS, including training or guidance in the last 12 months. When asked about oversight or quality assurance checks on their WebTCAS entries, less than 10 percent could affirm that their data had ever been reviewed.

Periodic review of the guidance documents by both field employees and managers and additional training materials being developed by Operations Management will hopefully result in improved WebTCAS reporting in the future.

## **3. Ensure daily timekeeping to reduce impacts of imperfect memories of actual pay period work activities.**

The 2003 study determined that:

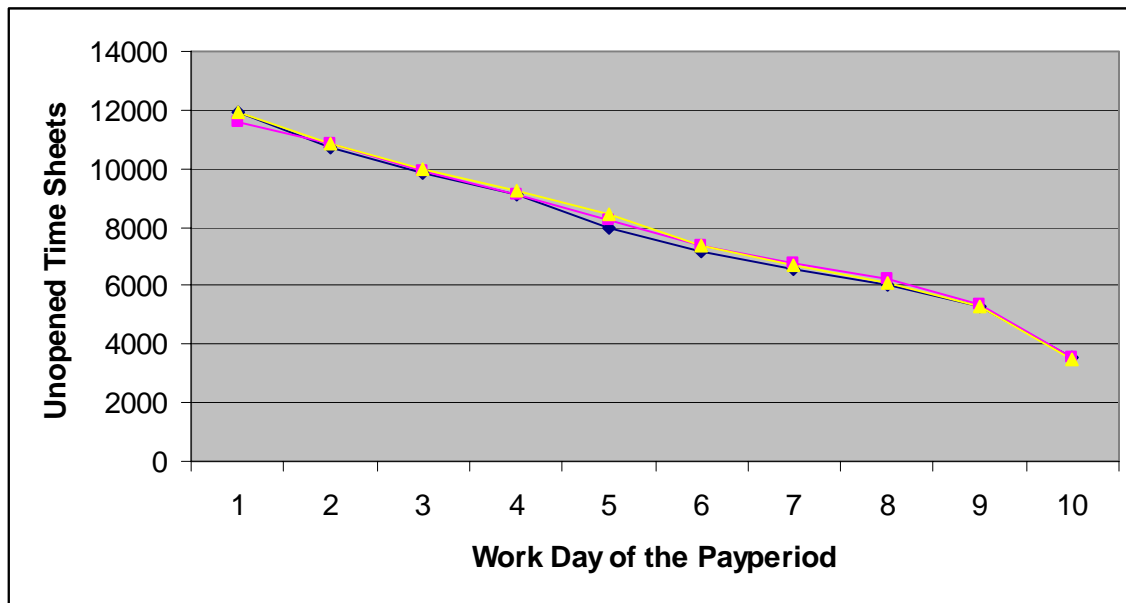
- Over one-half of employees do not enter TCAS information until the second week of the pay period.
- Only 4 of 88 employees input their time information into TCAS on a daily basis.
- The majority of employees interviewed use increments of one hour or less when entering data in WebTCAS even though they reconstruct the pay period from memory instead of referring to a written record.

At the time of the study, postponement of entering TCAS information was typically blamed on internet access delays. Several of the offices visited did not have the T-1 lines connected to the Service Center. As a result, dial-up and modem slowness was a problem. Employees avoided accessing the system due to long wait times, the dropping of connections, and interruptions caused by customer needs. Some employees resorted to doing their timesheets at home or on

weekends. The access issue may no longer occur because of better connection to the internet in recent years, however, the inaccuracies resulting from delayed time reporting are still valid.

Figure 3 illustrates daily timesheet status for three pay periods as provided by the TCAS website. Most employees delay entering WebTCAS information consistently from pay period to pay period.

**Figure 3 – Daily Timesheet Status**



Source: TCAS data, FY02

The three lines on the graph represent the ten work days for pay periods 4, 5, and 6 for the year 2003. The graph clearly showed that on work day 8, or Wednesday of the second week of any given pay period, typically about 6,000 employees had not yet accessed their WebTCAS timesheet for the pay period. (Of course, by the following Monday after the close of the pay period, virtually all employees have completed their WebTCAS.)

## Conclusion

Until technology provides solutions to overcome the issues mentioned above (Customer Relations Manager?), we will need to rely on education and improved management to address problems with Agency timekeeping. It is essential that employees understand how the recorded time is used as it truly impacts their ability to provide technical assistance and get more conservation on the land.

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## **Program Descriptions**

### **1. Conservation Technical Assistance – General (CTA-GENRL)**

For carrying out the soil and water conservation operations program authorized under the Soil Conservation and Domestic Allotment Act of 1935 (PL 74-46), approved April 27, 1935.

Includes time and other costs of providing technical assistance on conservation needs, planning, and application.

Charges to this financial program code include costs incurred in:

- (i) Planning, surveying, designing, laying out and installing conservation practices and systems.
- (ii) Rendering assistance to conservation districts and others in developing and carrying out locally adopted programs of soil and water conservation and sound land use.
- (iii) Providing technical assistance to landowners, operators, and other land users in planning for their conservation needs for the most orderly and best possible use and treatment of their land within their available resources.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (v) Furnishing management consultation and other technical assistance in the application of those practices and combinations of practices provided for in conservation plans.
- (vi) Providing technical assistance to groups having soil conservation and water control problems, including planning measures for retarding water flow, reducing sediment damage, and draining or irrigating agricultural land.
- (vii) Selecting and field testing plant materials to determine their suitability for conservation and water control; applies to persons other than plant materials center personnel.
- (viii) Providing technical assistance to USDA program participants on highly erodible land and wetlands requirements of the 1985 Farm Bill including determinations, planning and implementing plans, status reviews, and the appeals process.
- (ix) Providing technical assistance to develop and implement comprehensive nutrient management plans.
- (x) Providing technical and administrative support to implement state and local conservation programs.
- (xi) Providing technical assistance to borrowers from Farm Services Agency (FSA) and Rural Development (RD) in planning and applying conservation measures for which loans are made, including debt cancellation contracts.
- (xii) Furnishing program planning assistance to rural development committees.
- (xiii) Providing counseling and other assistance on planning and applying soil and water conservation measures to urban and suburban land owners or users; community, civic, and recreation groups; various units of government; industrial concerns; schools; churches, and others.
- (xiv) Making special soils investigations to gather information needed for conservation planning and for applying practices.
- (xv) Providing technical assistance for quality control during construction of practices,



operation and maintenance information, follow-up activities and revisions of plans and practices.

- (xvi) Providing technical assistance to local sponsors forming a new Resource Conservation and Development (RCD) area and applicant areas awaiting designation.
- (xvii) Participating in USDA emergency planning work.
- (xviii) Disseminating information about conservation programs.
- (xix) Developing technical guidance materials, training materials and providing and receiving training.
- (xx) Digitizing of soils maps, development and maintenance of SSURGO.
- (xxi) Providing technical assistance on Land Evaluation and Site Assessments (LESA) and on state or local farmland protection programs not related to the federal Farm and Ranch Lands Protection Program (FRPP).
- (xxii) Providing related administrative support.
- (xxiii) Providing technical assistance, prior to Emergency Watershed Protection Program funding authorization, for damage assessments where a fire, flood, drought, or other natural disaster has caused a sudden impairment.
- (xxiv) Monitoring of Emergency Watershed Protection Program Floodplain Easements (EWP-FPE) when dedicated EWP-FPE funding is not available
- (xxv) Management of Emergency Watershed Protection Program Floodplain Easements when dedicated EWP-FPE funding is not available
- (xxvi) Enforcement activities on Emergency Watershed Protection Program Floodplain Easements when dedicated EWP-FPE funding is not available
- (xxvii) Providing related administrative support.

**Note:**

- (i) Technical assistance associated with other program applications or contracts such as EQIP, CRP, or WRP, should be charged to that specific program.
- (ii) Providing technical assistance relating to the National Resources Inventory (NRI) will be reported to CTA-NRI.
- (iii) Providing technical assistance to grazing land shall be reported to CTA-GLC (Grazing Land Conservation).

## **2. CTA—Grazing Lands Conservation (CTA-GLC)**

This program code includes all the items identified in CTA that apply to grazing land. If technical assistance to grazing land is provided through a financial assistance program, charge time to that program code.

### **3. CTA—National Resources Inventory (CTA-NRI)**

For carrying out an inventory and monitoring program to obtain soil, water, and related resource data authorized by Section 301, Title III, of the Rural Development Act of 1972, PL 912-419, approved August 30, 1972.

Includes time and other costs of providing technical assistance in carrying out activities associated with the National Resources Inventory. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance and preparing guidelines to be followed when conducting NRI. Providing assistance for gathering, editing, and inputting data.
- (ii) Determining resource data needs; developing policy and procedures; and determining priorities, criteria, guidelines, handbooks, methodology, costs, and staff requirements for conducting NRI.
- (iii) Furnishing consultation and other technical assistance to departments, agencies, organizations, and others participating in the NRI.
- (iv) Completing worksheets on Primary Sample Units (PSU's) established to gather data for the NRI.
- (v) Providing consultation and other assistance pertaining to NRI.
- (vi) Organizing, analyzing and disseminating information and data pertaining to NRI.
- (vii) Providing related administrative support.

### **4. Soil Survey (SOIL)**

Authorized under The Soil Conservation and Domestic Allotment Act of 1935 (PL 74-46).

Includes all time and other costs for carrying out the soil survey program. Charges relating to this financial program code include costs incurred in:

- (i) Making soil surveys, including the classification, laboratory analysis, mapping, investigations, field reviews, correlation, map finishing, manuscript preparation, soils interpretations, and publication of soil surveys, special reports, and interim reports.
- (ii) Disseminating information about the soil survey program.
- (iii) Providing related administrative support.

### **5. Snow Survey (SNOW)**

Activities authorized under the Soil Conservation and Domestic Allotment Act of 1935 (PL 74-46). Includes time and other costs for making snow surveys and preparing water supply forecasts. Charges relating to this financial program code include costs incurred in:

- (i) Making snow surveys and water supply forecasts to be used in planning efficient seasonable use of water for irrigation and other purposes.
- (ii) Providing operation and maintenance technical support for the SNOTEL system.
- (iii) Participating in USDA emergency planning involving survey equipment and personnel.
- (iv) Disseminating information on snow surveys and water supply forecasting activities
- (v) Providing related administrative support.

## **6. Plant Materials Center (PMC)**

Activities authorized under the Soil Conservation and Domestic Allotment Act of 1935 (PL 74-46).

- (i) Includes time and other costs incurred by PMC staff members for the operation of the PMC. Charges to this financial program code include costs incurred in:
- (ii) Developing, collecting, and selecting promising plant species and varieties for propagation in nursery and other tests; developing cultural techniques and producing foundation plant materials for commercial increase by plant materials center personnel.
- (iii) States assigned to administer plant materials centers as part of their state operations may include cost of support activities, which include providing related technical and administrative support for the Plant Materials Centers.
- (iv) PMC plants database development and maintenance.
- (v) Developing PMC plant materials technical information.
- (vi) Providing related administrative support.

## **7. Environmental Quality Incentives Program (EQIP) (updated)**

This program is authorized by The Federal Agricultural Improvement and Reform Act of 1996 (1996 Act).

Includes time and other costs related to providing technical assistance to program participants for handling and ranking applications, contract planning, contract development, contract management and conservation practice implementation of EQIP contracts. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance after an EQIP contract has been received including the processing of applications and eligibility determinations, ranking of applications, and related administrative support. These activities are the only program-related activities that can be charged pre-approval for funding.
- (ii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities on approved applications.
- (iii) Providing technical assistance to landowners, operators, and others in additional needed conservation planning post application approval, developing contracts, implementing conservation practices, managing contracts and handling appeals.
- (iv) Providing related administrative support including payment processing.

## **8. EQIP - Ground and Surface Water Conservation (EQIP-GSWC) (updated)**

For carrying out projects authorized through the Farm Security and Rural Development Act of 2002 (P. L. 107-171 Section 1240I). The main purpose of this program is to promote ground and surface water conservation.

Includes time and other costs related to providing technical assistance to program participants for handling and ranking applications, contract planning, contract development, contract management and conservation practice implementation of EQIP contracts. Charges to this financial program code include costs incurred in

- (i) Providing technical assistance after an EQIP-GSWC contract has been received including the processing of applications and eligibility determinations, ranking of applications, and related administrative support. These activities are the only program-related activities that can be charged pre-approval for funding.
- (ii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities on approved applications.
- (iii) Providing technical assistance to landowners, operators, and others in additional needed conservation planning post application approval, developing contracts, implementing conservation practices, managing contracts and handling appeals.
- (iv) Providing related administrative support including payment processing

## **9. EQIP – Klamath Basin (EQIP-Klamath) (updated)**

For carrying out projects in the Klamath Basin, California and Oregon authorized through the Farm Security and Rural Development Act of 2002 (P. L. 107-171, Section 1240I)..

Includes time and other costs related to providing technical assistance to program participants for handling and ranking applications, contract planning, contract development, contract management and conservation practice implementation of EQIP contracts. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance after an EQIP-Klamath contract has been received including the processing of applications and eligibility determinations, ranking of applications, and related administrative support. These activities are the only program-related activities that can be charged pre-approval for funding.
- (ii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities on approved applications.
- (iii) Providing technical assistance to landowners, operators, and others in additional needed conservation planning post application approval, developing contracts, implementing conservation practices, managing contracts and handling appeals.
- (iv) Providing related administrative support including payment processing

## **10. Agricultural Management Assistance Program (AMA) (updated)**

This program is authorized by the Agriculture Risk Protection Act of 2000 (PL 106-224), which amended the Federal Crop Insurance Act.

Includes time and other costs related to providing technical assistance to program participants for handling and ranking applications, contract planning, contract development, contract management and conservation practice implementation of AMA plans and contracts. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance after an AMA contract has been received including the processing of applications and eligibility determinations, ranking of applications, and related administrative support. These activities are the only program-related activities that can be charged pre-approval for funding.
- (ii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities on approved applications.
- (iii) Providing technical assistance to landowners, operators, and others in additional needed conservation planning post application approval, developing contracts, implementing conservation practices, managing contracts and handling appeals.
- (iv) Providing related administrative support including payment processing

## **11. Soil and Water Conservation Assistance Program (SWCA)**

This program is authorized by the Agriculture Risk Protection Act of 2000 (PL 106-224).

Include time and other costs for providing technical assistance to program participants for developing and implementing SWCA plans and contracts. Charges to this financial program code include technical assistance to design, survey, and implement conservation practices and systems prescribed by the contract.

- (i) Providing technical assistance with the program application process, ranking, and related administrative support.
- (ii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (iii) Providing technical assistance to landowners, operators, and others in developing conservation plans, implementing conservation practices, and contracts after an application has been approved for funding.
- (iv) Providing related administrative support.

## **12. Wildlife Habitat Incentives Program (WHIP) (updated)**

This program is authorized by Section 387 of Title III of the Federal Agriculture Improvement and Reform Act of 1996 (PL 104-127).

Includes time and other costs related to providing technical assistance to program participants for handling and ranking applications, contract planning, contract development, contract management and conservation practice implementation of WHIP contracts. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance after an WHIP contract has been received including the processing of applications and eligibility determinations, ranking of applications, and related administrative support. These activities are the only program-related activities that can be charged pre-approval for funding.
- (ii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities on approved applications.
- (iii) Providing technical assistance to landowners, operators, and others in additional needed conservation planning post application approval, developing contracts, implementing conservation practices, managing contracts and handling appeals.
- (iv) Providing related administrative support including payment processing

## **13. Conservation Security Program (CSP)**

Established by The Farm Security and Rural Investment Act of 2002 (Farm Bill) to reward historic stewardship and provide incentives for addressing additional resource concerns on farms and ranches. The program focuses on agricultural land (including cropland, pastureland, hayland, rangeland, and native or naturalized pasture), and forestland that is an incidental part of an agricultural operation. Conservation systems that address nutrient management, pest management, water conservation (including irrigation), water quality, grazing management, soil erosion control, soil quality, invasive species control, fish and wildlife management, air quality, and energy conservation are emphasized. However, the program does not include provisions for the construction and

maintenance of animal waste storage and treatment facilities, waste transport, or equipment.

Includes time and other costs related to providing technical assistance to program participants for the development and implementation of CSP plans and contracts. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance with the program application process.
- (ii) Determining extent of conservation treatment and annual payments.
- (iii) Providing technical assistance to program participants in planning, developing, revising, and implementing conservation systems and practices in the contract.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (v) Providing related administrative support.

#### **14. Biomass Research and Development Program (BRD)**

Biomass Research and Development provides CCC funding for grants for research, development, and demonstrations under the authority in the Biomass Research and Development Act of 2000, as amended. This program supports the greater use of biomass-based products, biomass feedstock production, and biomass processing and conversion. This competitive grant program promotes greater innovation and development related to biomass and improved commercialization of bio-based products. This code is used to account for time for only those individuals that are directly involved in the following activities related to processing the grants:

- (i) Providing technical assistance to program participants in the request for proposal process, program ranking, RFP review, and development and implementation of grant agreements.
- (ii) Providing related administrative support

#### **15. EQIP – Conservation Innovation Grants (EQIP-CIG)**

For carrying out projects authorized through the addition of Section 1240H of the Food Security Act of 1985, 16 U.S.C. 3839aa-8 to section 2301 of the Farm Security and Rural Investment Act of 2002 (Pub. L. 107-171) which established CIG as part of EQIP. Under CIG, EQIP program funds are used to award competitive grants to non-Federal governmental or non-governmental organization, Tribes, or individuals to accelerate technology transfer and adoption of promising technologies to address pressing natural resource concerns.

This code is used to account for time for only those individuals that are directly involved in the following activities related to process the grants.

Charges to this competitive grant program include costs incurred in:

- (i) Providing technical assistance to program participants in the request for proposal process, program ranking, RFP review, and development and implementation of grant agreements
- (ii) Providing related administrative support

## **16. Colorado River Basin Salinity Control Program (CRBSCP)**

Authorized under the 1984 amendments to the Colorado River Basin Salinity Control Act, in Public Law 98-569. Includes time and other costs for providing technical assistance to program participants for activities associated with on-farm salinity control. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance to active CRBSCP contracts.
- (ii) Providing technical assistance in developing, revising, and implementing the CRBSCP contracts and contract practices.
- (iii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (iv) Processing contract violations, making payments, certifying technical adequacy of cost-shared practices and determining contract compliance.
- (v) Providing related administrative support.

## **17. Forestry Incentives Program (FIP)**

For program authorized under the Cooperative Forestry Assistance Act of 1978 (PL 95-313), as amended by Title XII of the Food, Agriculture, Conservation, and Trade Act of 1990 (PL 101-624), as amended by the Federal Agriculture Improvement and Reform Act of 1996 (1996 Act).

Includes time and other costs for technical assistance provided to program participants for developing and implementing forest resource plans. Charges to this financial program include costs incurred in:

- (i) Provide technical assistant with the program application process.
- (ii) Providing technical assistance with program ranking process.
- (iii) Providing technical assistance to program participants in planning, implementing, and revising forest resource plans and practices.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (v) Providing related administrative support.

## **18. Great Plains Conservation Program (GPCP)**

Authorized under Section 16(B) of the Soil Conservation and Domestic Allotment Act (PL 74-46) as amended by PL 84-1021 and PL 96-263. Includes time and other costs for furnishing technical assistance to program participants in implementing GPCP contracts in specifically designated counties in the 10 Great Plains states. Charges relating to this financial program code include costs incurred in active projects only:

- (i) Providing technical assistance to program participants of active contracts in applying practices that are cost shared under GPCP.
- (ii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (iii) Furnishing technical assistance in applying planned management practices

- that are not cost shared under GPCP Program.
- (iv) Preparing and processing GPCP contract modifications.
  - (v) Determining facts about GPCP contract violations.
  - (vi) Determining GPCP contract compliance and certifying technical adequacy of cost-shared practices.
  - (vii) Processing GPCP cost-share payment documents.
  - (viii) Providing related administrative support on active GPCP contracts.

## **19. Wetlands Reserve Program (WRP)**

This program is authorized by the Food, Agriculture, Conservation and Trade Act of 1990 (PL 101-624). Includes time and other costs for providing technical assistance to program participants for development and implementation of restoration plans and the acquisition of easements. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance with the program application process.
- (ii) Providing technical assistance with program ranking process.
- (iii) Providing technical assistance in acquiring easements.
- (iv) Ongoing management of enrolled easements.
- (v) Ongoing monitoring of enrolled easements.
- (vi) Enforcement activities on enrolled easements.
- (vii) Providing technical assistance to program participants in planning, developing, revising, and implementing restoration plans and practices prescribed by the easement or restoration agreement.
- (viii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (ix) Providing related administrative support.



## **20. Grassland Reserve Program (GRP)**

Established by the Farm Security and Rural Investment Act of 2002 (Farm Bill) to conserve and restore two million acres of eligible land through easements, rental agreements, and technical and financial assistance to landowners for restoring the functions and values of grasslands and shrub lands. Emphasis will be placed on supporting grazing operations, plant and animal biodiversity, and grassland and land containing shrubs or forbs under the greatest threat of conversion. The program participant grants an easement to the United States of America pertaining to the land. The participant may enter into a rental agreement in lieu of an easement. Land is eligible if it is 1) grassland or land that contains forbs, or shrubs (including improved rangeland and pastureland); or 2) located in an area that historically has been dominated by grassland, forbs, and shrubs and has potential to provide habitat for animal or plant populations of significant ecological value if the land is retained in the current use of the land or restored to a natural condition.

Includes time and other costs for providing technical assistance to program participants for development and implementation of restoration plans and the acquisition of easements. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance with the program application process.
- (ii) Providing technical assistance with program ranking process.
- (iii) Providing technical assistance in acquiring easements.
- (iv) Providing technical assistance to program participants in planning, developing, revising, and implementing restoration plans and practices prescribed by the easement or restoration agreement.
- (v) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (vi) Providing related administrative support.

## **21. Healthy Forests Reserve Program (HFRP)**

For carrying out projects authorized through Title V of the H.R. 1904, Healthy Forests Restoration Act of 2003. The program is authorized to be carried out from 2004 through 2008 and will allow enrollment to two million acres.

Includes time and other costs for providing technical assistance to program participants for acquiring easements and implementing restoration plans and related conservation practices. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance with the program application process.
- (ii) Providing technical assistance with program ranking process.
- (iii) Providing technical assistance in acquiring easements.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act activities.
- (v) Providing technical assistance to the program participants to implement a restoration plan and associated conservation practices.
- (vi) Providing related administrative support.

## **22. Farm and Ranch Lands Protection Program (FRPP)**

For carrying out activities authorized by Section 388 of Title III of the Federal Agriculture Improvement and Reform Act of 1996 (PL 104-127).

Includes time and other costs for providing technical assistance to program participants for development and implementation of conservation plans and easement acquisition. Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance with the program application process.
- (ii) Providing technical assistance with program ranking process.
- (iii) Providing technical assistance to program participants in planning, developing, revising, and implementing conservation plans and practices and with the acquisition of easements prepared specifically for FPP lands.
- (iv) Providing related administrative support.

## **23. Conservation Reserve Program (CRP)**

This program was authorized by the Food Security Act of 1985 and is administered by the Farm Service Agency (FSA) with NRCS providing technical assistance. Includes time and other costs related to providing technical assistance associated with general CRP signups, continuous CRP, and the Conservation Reserve Enhancement Program (CREP).

Charges to this financial program code include costs incurred in:

- (i) Providing technical assistance with the program application process including completion of eligibility determinations for continuous signup only.
- (ii) Providing technical assistance to program participants in planning, developing, revising, and implementing conservation plans and practices in the CRP contract.
- (iii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (iv) Providing related administrative support

## **24. Watershed Planning (PL-06)**

For carrying out the watershed planning project investigation functions authorized under Public Law 566, 83rd Congress, August 4, 1954, as amended. Includes time and other costs for conducting investigations of proposed watershed projects, on request from local sponsoring organizations, and preparing watershed plans for watersheds approved for planning by the Chief.

Charges relating to this financial program code include costs incurred in:

- (i) Developing and revising watershed work plans prior to operations approval.
- (ii) Conducting investigations of proposed watershed projects on request from local sponsoring organizations, and preparing watershed plans for watersheds approved for planning by the Chief.
- (iii) Planning and watershed assessments efforts relating to new watersheds/river basin/area-wide planning efforts/projects prior to approval for operations.

- (iv) Watershed planning evaluation for potential PL-566 projects.
- (v) Assisting in watershed planning, assessments, and river basin studies.
- (vi) Designated personnel engaged in program direction, technical and administrative support functions, and dissemination of information regarding prospective projects and the development of watershed work plans.
- (vii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (viii) Field office personnel occasionally are given specific assignments to discuss proposed watershed projects with local organizations or to furnish data deemed necessary to the development of the watershed plan. The expenses for this work are properly chargeable to this program code unless the work is performed incidental to work normally required for another program.
- (ix) Providing related administrative support.

## **25. Small Watershed Operations (WF-08)**

Projects authorized through the Watershed Protection and Flood Prevention Act of 1954 (PL 83-566). Includes the time and other costs involved in providing technical assistance to local sponsoring organizations in designing and installing planned works of improvement for flood prevention and watershed protection. Also included is accelerated technical assistance to landowners and operators in planning and applying soil and water conservation land treatment practices in watershed projects approved for operations under Public Law 566. Charges relating to this financial program code include costs incurred in:

- (i) Modifying, supplementing, or making revisions of approved watershed work plans.
- (ii) Providing technical assistance to local sponsoring organizations in procedures for securing and examining land and water rights documents required for installation of structural measures. Providing assistance in policy development, training, and project coordination.
- (iii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (iv) Making detailed surveys, soil foundation investigations, and engineering designs for floodwater retarding structures, stream channel improvement and stabilization, sediment control and other structural measures.
- (v) Preparing specifications and providing technical advice and counsel on invitations to bid, and on awarding and administering construction contracts.
- (vi) Providing technical installation and inspection services, overseeing repairs, and conducting formal dam safety inspections.
- (vii) Providing cartographic and soils mechanics laboratory services required in connection with structural measures.
- (viii) Providing engineering assistance and guidance in the installation of works of improvement.
- (ix) Planning and implementing land treatment cost-share contracts.
- (x) Providing technical assistance in design, construction, and contracting.
- (xi) Developing and implementing repair plans, modifications, and mitigation plans.
- (xii) Completing watershed plan supplements and NEPA support documents.
- (xiii) Providing related administrative support.

## **26. Flood Prevention Operations (WF-03)**

For carrying out projects authorized through the Flood Control Act of 1944 (PL 78-534) as amended and supplemented. Includes time and other costs for the Federal share of planning and installing works of improvement for flood prevention, agricultural water management, fish and wildlife development, water-flow and runoff retardation, sediment control, soil erosion prevention and conservation in the 11 watersheds for which such works of improvement are specifically authorized by law.

Charges relating to this financial program code include costs incurred in:

- (i) Assisting with modifications of overall watershed plans and preparation of sub-watershed plans and costs related to installation of structural measures.
- (ii) Providing technical assistance to local sponsoring organizations in securing and examining land and water rights documents required for installation of structural measures. Providing assistance in policy development, training, and project coordination.
- (iii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (iv) Making detailed surveys, soil foundation investigations, and engineering designs for floodwater retarding dams or other structures.
- (v) Providing technical installation and inspection services, overseeing repairs, and conducting formal dam safety inspections.
- (vi) Providing cartographic and soils mechanics laboratory services required in connection with structural measures.
- (vii) Providing assistance with developing and implementing land treatment contracts.
- (viii) Technical and administrative support related to all phases of flood prevention works of improvement.
- (ix) Completing watershed plan supplements, and National Environment Policy Act and other support documents.
- (x) Providing technical assistance in design, construction, and contracting.
- (xi) Developing and implementing repair plans, modifications, and mitigation plans.
- (xii) Providing related administrative support.

## **27. North Fork Hughes River (No. Fork Hughes Rvr)**

For carrying out the flood control, water supply, and recreation project authorized under Public Law 566, 83rd Congress, August 4, 1954, as amended, and the Appalachian Regional Development Act of 1965, as amended. Includes time and other costs associated with implementing the project located in Ritchie County, West Virginia.

Charges relating to this financial project code include costs incurred in:

- (i) Assisting with modifications to the overall project and preparing associated costs.
- (ii) Providing technical assistance to local sponsoring organizations in securing and examining land and water rights documents required for constructing the project.
- (iii) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (iv) Making detailed surveys, soil foundation investigations, and engineering designs.
- (v) Providing cartographic and soils mechanics laboratory services required for the project.
- (vi) Technical and administrative support related to all phases of the project.
- (vii) Providing technical assistance in design, construction, and contracting.
- (viii) Developing and implementing repair plans, modifications, and mitigation plans.
- (ix) Providing related administrative support.

## **28. Emergency Watershed Protection Program (EWP)**

This program is authorized by Section 216, PL 81-516, (33 U.S.C. 701b-1) and Sections 403-405, PL 95-334, (16 U.S.C. 2203-2205). Charges relating to this financial program code include costs incurred in:

- (i) Providing technical assistance for emergency measure planning and installing structural and land treatment measures where a fire, flood, drought, or other natural disaster has caused a sudden impairment of any watershed under authority of Sections 403-405 of the Agricultural Credit Act of 1978.
- (ii) Completing or finalizing damage survey reports (DSR), once EWP funding is provided to the state.
- (iii) Providing training, policy development, and program coordination.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (v) Providing related administrative support.
- (ii) Providing technical assistance in acquiring, when authorized, floodplain easements including time spent determining eligibility, completing ranking and acquisition activities.
- (iii) Restoration of land acquired through a floodplain easement
- (iv) Monitoring of Emergency Watershed Protection Program Floodplain Easements (EWP-FPE) when dedicated EWP-FPE funding is available
- (v) Management of Emergency Watershed Protection Program Floodplain Easements when dedicated EWP-FPE funding is available
- (vi) Enforcement activities on Emergency Watershed Protection Program Floodplain Easements when dedicated EWP-FPE funding is available

## **29. Southern California Emergency Watershed Protection Program (SOUTHERN CA-EWP)**

This program is authorized by Section 216, PL 81-516, (33 U.S.C. 701b-1) and Sections 403-405, PL 95-334, (16 U.S.C. 2203-2205). Charges relating to this financial program code include costs incurred in:

- (i) Providing technical assistance for emergency measure planning and installing structural and land treatment measures where a wildfire has caused a sudden impairment of any watershed under authority of Sections 403-405 of the Agricultural Credit Act of 1978, or respond to the tree mortality emergency in Los Angeles, Riverside, San Diego and San Bernardino Counties under the authority of H.R. 2673. This program also includes the provision of technical and financial assistance to address the tree mortality emergency
- (ii) Completing or finalizing damage survey reports (DSR), once EWP funding is provided to the state.
- (iii) Providing training, policy development, and program coordination.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (v) Providing related administrative support.

## **30. Emergency Watershed Protection Program-2005 Hurricane (EWP-2005 Hurricane)**

This program is authorized by Section 216, PL 81-516, (33 U.S.C. 701b-1) and Sections 403-405, PL 95-334, (16 U.S.C. 2203-2205). Charges relating to this financial program code include costs incurred in:

- (i) Providing technical assistance for emergency measure planning and installing structural and land treatment measures caused by hurricanes that occurred during the 2005 calendar year, or has caused a sudden impairment of any watershed under authority of Sections 403-405 of the Agricultural Credit Act of 1978.
- (ii) Completing or finalizing damage survey reports (DSR), once EWP funding is provided to the state.
- (iii) Providing training, policy development, and program coordination.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (v) Cleaning up structures on private land
- (vi) Reimbursing private nonindustrial forest landowners for costs associated with downed timber removal,
- (vii) Removal and disposal of debris and animal carcasses that could adversely affect health and safety on non-Federal land.
- (viii) Providing related administrative support.
- (ix) Providing technical assistance in acquiring, when authorized, floodplain easements including time spent determining eligibility, completing ranking and acquisition activities.
- (x) Restoration of land acquired through a floodplain easement
- (xi) Monitoring of Emergency Watershed Protection Program Floodplain Easements (EWP-FPE) when dedicated EWP-FPE funding is available
- (xii) Management of Emergency Watershed Protection Program Floodplain Easements when dedicated EWP-FPE funding is available
- (xiii) Enforcement activities on Emergency Watershed Protection Program Floodplain Easements when dedicated EWP-FPE funding is available

## 31. Watershed Rehabilitation (WRHB)

For carrying out projects authorized through Section 14 of the Watershed Protection and Flood Prevention Act of 1954 (PL-83-566) as amended by the Watershed Rehabilitation Amendments of 2000 (PL-106-472). Includes time and other costs for the federal share of planning and installing works of improvement for rehabilitation of existing dams originally constructed under the Flood Control Act of 1944 (PL-78-534), The Watershed Protection and Flood Prevention Act of 1954 (PL-83-566), the Pilot Watershed Program, and Resource Conservation and Development (RC&D). Charges related to this financial program code include costs incurred in:

**Note:** This program was amended by the Farm Security and Rural Development Act of 2002, PL 107-171.

- (i) Preparing, modifying, supplementing, or making revisions of approved watershed work plans.
- (ii) Completing National Environment Policy Act support documents, conducting cultural resource and Endangered Species Act compliance activities.
- (iii) Providing technical assistance to local sponsoring organizations in securing and examining land and water rights documents required for installation of structural measures. Providing assistance and policy development, training, and project coordination.
- (iv) Assisting local sponsoring organizations with preparation of applications for assistance.
- (v) Evaluating and ranking applications received.
- (vi) Making detail surveys, soil foundation investigations, and engineering designs for rehabilitation of floodwater retarding structures and other structural measures.
- (vii) Preparing specifications and providing technical advice and counsel on invitations to bids and on awarding and administering construction contracts.
- (viii) Providing technical installation and inspection services.
- (ix) Providing cartographic and soils mechanics laboratory services required in connection with structural measures.
- (x) Providing engineering assistance and guidance on installation of works of improvement.
- (xi) Providing technical assistance in design, construction and contracting.
- (xii) Providing related administrative support

## **32. Resource Conservation & Development (RCD)**

Authorized by Section 102 of the Food and Agriculture Act of 1962 (PL 87-703), (7 U.S.C. 1010-1011) and Sections 1528-1538 of the Agriculture and Food Act of 1981 (PL 97-98). Includes time and other costs for providing technical assistance to local sponsors of USDA designated RC&D Councils in preparing and implementing plans in areas designated for program assistance. Charges relating to this financial program code include costs incurred in:

Providing technical assistance to RC&D Councils in developing, updating and implementing RC&D area plans; collecting natural resource information; making investigations; and preparing reports on measures and other activities related to the area plan.

- (i) Providing technical assistance related to the development of RC&D area plans, and proposed and adopted projects.
- (ii) Providing technical assistance and administrative support to RC&D Councils in planning and implementing projects.
- (iii) Directing NRCS RC&D office operations including maintaining records and preparation of reports.
- (iv) Conducting cultural resources, National Environment Policy Act and Endangered Species Act compliance activities.
- (v) Providing related administrative support.

## **33. Benefits All Programs (BNFTS-ALL-PGMS)**

This code is used to account for time that benefits multiple NRCS programs and is for use by only general management and administrative assistance that cannot be accounted for specifically by fund.

- (i) General Managers include: State Conservationist and his/her staff; State Resource Conservationist and his/her staff; Assistant State Conservationist for Field Operations/Area Conservationists, and Assistant State Conservationist for Operations. (May include other managers who clearly benefit all programs.)
- (ii) Administrative Assistance includes services provided by: State Administrative Officer, Human Resources; Financial Management; Management Services; Information Technology; Civil Rights; Outreach; and Public Affairs.
- (iii) General and Administrative (G&A) overhead costs will be distributed across all funds based on the percentage relationship of a fund to the total, including reimbursable funds.



## 34. Other Program Designations

### State and Local Programs

The State and Local program application is available to states for capturing time associated with assistance to state or local programs. Programs to be monitored will be selected by the State Conservationist and will be assigned a code such as:

- 🕒 MDCBP—Chesapeake Bay Program in Maryland
- 🕒 OHGLP—Great Lakes Program in Ohio

These codes will be associated in the WEBTCAS database with the NRCS National program code that is used by NRCS individuals to provide assistance (i.e., CTA-GENRL, Great Lakes Program). States will associate (link the state and local program with the appropriate national program. States will be able to generate reports on time spent on these programs. Use Screen Builder, available in PRS, to develop a State and Local Program.

### Congressional Earmarks

Each Congressional earmark has been assigned a “State and Local Program” code to be used for all time spent executing Congressional earmarks. The list includes both the name of the earmark and the code to be used. Time worked on congressional earmarks will be reported in WebTCAS. The NHQ Financial Management Staff has to establish the tracking for a Congressional Earmark (CE) by using the State & Local program application. The CE will be associated with the correct state, national program, reporting category, job number (if needed) and applicable counties. The Congressional earmark will appear in the program choice list as a State & Local Program (i.e. MD-CE-Chesapeake Bay). If desired, the job number can be added in the State & Local Program application and applicable counties limited by the state coordinator.

Each congressional earmark will roll-up to a national program. The applicable fund code, reporting category, and job number (if entered) will be automatically included in the NFC pay record & interfaced to FFIS.

The CIS reports (Section 2) will show the respective hours, salary, & benefits for each congressional earmark.

## 35. Activity Codes, Abbreviations and Definitions

Activity Codes	Definition
<b>Administrative Support Infrastructure</b>  <b>(Admin Sppt &amp; Infra)</b>	<p>All administrative activities performed by personnel assigned to human resources, financial management, management services, information technology and civil rights staff, including other personnel assigned collateral duties in the above categories. Other activities performed by these personnel should be charged to the appropriate activity. <b>This activity is not normally used by Field Office employees unless they are assigned collateral duties.</b></p>
<b>Analysis and Analytical Support</b>  <b>(Analysis &amp; Sppt)</b>	<p>Creating information from NRI data. Includes conducting statistical analysis, supporting product development, and collaborating on analytical projects and activities. Assist in the preparation of the geological portion of soil surveys.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Coordinating with other agencies and stakeholders</li> <li>• Assisting internal and external data users</li> <li>• Performing help desk activities</li> <li>• Analyzing QC/QA data</li> <li>• Processing data</li> <li>• Interpreting results</li> </ul>
<b>Communications and Relations</b>  <b>(Comm &amp; Relations)</b>	<p>Developing and presenting conservation information for employees, partners, customers, and stakeholders. Also, includes outreach to potential customers to inform them of program availability.</p> <p><b>Does not include program-specific operations management.</b></p> <p><b><u>Examples include tasks such as :</u></b></p> <ul style="list-style-type: none"> <li>• Preparing or distributing pamphlets</li> <li>• Conducting public participation or public notification activities</li> <li>• Writing news or feature stories for local media</li> <li>• Preparing public service announcements</li> <li>• Planning, organizing and conducting tours</li> <li>• Attending conservation district and related meetings</li> <li>• Providing briefings to officials and partner organizations</li> </ul>
<b>Competitive Sourcing Studies</b>  <b>(Comp Source)</b>	<p>Includes working directly on Competitive Sourcing Studies.</p> <p><b><u>Examples include tasks such as :</u></b></p> <ul style="list-style-type: none"> <li>• Study team activities</li> <li>• Human resource activities</li> <li>• Procurement activities</li> <li>• Developing performance work statements (PWS)</li> <li>• Developing and advertising solicitation</li> <li>• Develop independent government estimates (IGE)</li> <li>• Develop most efficient organization (MEO)</li> <li>• Review bids</li> <li>• Making decisions</li> <li>• Review appeals activity</li> </ul>

Activity Codes	Definition
<b>Conservation Implementation</b>  <b>(Cnsrv Impl)</b>	<p>Survey, design, installation, checkout, and certification of all conservation practices. Time spent assisting the client with the implementation of the conservation plan (step 8 of the planning process).</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Preparation of construction specifications</li> <li>• Lay out of practices</li> <li>• Conducting construction and field checks</li> <li>• Preparing as-built plans</li> <li>• Performing site-specific soil and geologic investigations</li> </ul>
<b>Conservation Planning</b>  <b>(Cnsrv Plng)</b>	<p>Helping a client use the planning process, which is intended to result in a conservation plan (steps 1 through 7 of the NRCS planning process). Conservation planning is an ongoing process that continues after the plan has been implemented by continuing contact with the client to evaluate operation and maintenance needs and to determine if management systems and practices are performing properly and meeting the client's and NRCS's objectives (step 9 of the planning process). Conservation planning includes planning of land use and treatment decisions by individuals, units of government, tribes, and organizations.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Developing resource inventories for plan development (Soils, Range Similarity, Cultural Resources, etc.</li> <li>• Developing and evaluating alternative treatments</li> <li>• Documenting client's decisions in an individual conservation plan</li> <li>• Evaluating plan as applied</li> <li>• Making the site visits to determine adequacy of conservation treatments</li> <li>• Development of CNMPs</li> </ul>

Activity Codes	Definition
<b>Contract Development and Management</b>  <b>(Cntrect Dev &amp; Mgmt)</b>	<p>Development and/or management of all new or existing contracts. Time spent preparing contract support documents, contract reviews, preparing and processing modifications and payment documents (including payment for TSP services), correcting errors and omissions, processing disputes and claims, and preparing reports for administrative hearings and appeals.</p> <p>(This code is for non-administrative staff. Administrative staff should use the “Administrative Support &amp; Infrastructure” activity code under “Benefits All Programs”.)</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Finalizing contracts in ProTracts</li> <li>• Modifying contracts</li> <li>• Drafting grant agreements</li> <li>• Performing status reviews</li> <li>• Reviewing payment support documentation</li> <li>• Reviewing grant project progress reports</li> <li>• Certifying practices for payment</li> <li>• Preparing administrative record files</li> <li>• Providing technical oversight to grantees</li> </ul>
<b>Contract Planning</b>  <b>(Cntrect Plng)</b>	<p>Technical assistance for planning conservation treatment <b>after an application has been approved for funding</b>. Time spent developing the final management plan and ensuring that all planning activities are in accordance with the National Planning Procedures Handbook.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Completing job sheets and other worksheets</li> <li>• Reference photography</li> <li>• Developing descriptions of habitat types and functions being restored</li> </ul>
<b>Council Capacity Development</b>  <b>(Council Capcty Dev)</b>	<p>Time spent on the design and implementation of development programs and materials related to the growth of local leadership for the RC&amp;D Council. This includes assisting the Council in working with other federal, tribal, state, and local government agencies, as well as interested groups to foster communication, education, and provide information needed to achieve USDA/NRCS resource conservation and development goals and objectives.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Preparing and conducting RC&amp;D Council training</li> <li>• Assisting in the preparation of RC&amp;D Council organizational documents</li> <li>• Facilitating public meetings</li> <li>• Facilitating RC&amp;D Council compliance with federal RC&amp;D program requirements (including by-laws, articles of incorporation, IRS responsibilities, etc.)</li> </ul>

Activity Codes	Definition
<b>Data Collection</b>  <b>(Data Coll)</b>	<p>Time spent collecting and recording data for the annual inventory. Includes work at both field and remote sensing location.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Traveling to and from the sample sites</li> <li>• Collecting data to establish baseline conditions</li> <li>• Collecting data for QC/QA</li> <li>• Assisting field staffs with data collection efforts</li> </ul>
<b>Easement Acquisition and Agreements</b>  <b>(Easemt Acq &amp; Agrmt)</b>	<p>Assistance provided after a landowner has indicated intent to continue the easement process. Includes completing the easement acquisition and recording, processing and arranging for easement payments to landowners or entities.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Processing the landowner's documentation</li> <li>• Determining the easement/agreement value</li> <li>• Reviewing or conducting an appraisal</li> <li>• Flagging and delineating the area</li> <li>• Completing preliminary certificate of inspection and possession</li> <li>• Reviewing title work</li> <li>• Recording the easement</li> <li>• Completing program specific documents such as hazardous substances evaluation checklist, preliminary certificate of inspection and possession, final certificate of inspection and possession</li> </ul>
<b>Easement Enforcement</b>  <b>(Easemt Enforce)</b>	<p>Time spent enforcing the easement or restoration agreement provisions. Includes recording findings, managing files, and preparing correspondence..</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Meeting with the landowner or entity about a possible violation</li> <li>• Documenting a violation</li> <li>• Conducting more frequent site visits that result from a violation</li> <li>• Producing all correspondence relative to a violation</li> </ul>
<b>Easement Management</b>  <b>(Easemt Mgmt)</b>	<p>Time spent monitoring enrolled lands, maintaining official case file records and documentation. Includes contacts with customers to determine if conservation systems are performing properly, meeting the client's needs, and achieving the program objectives. Includes time spent on activities such as manipulating water control structures, vegetative manipulation, and other such activities that would normally require a Compatible Use Authorization to be conducted by someone other than NRCS.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Completing monitoring reports</li> <li>• Ensuring all easement boundaries are digitized</li> <li>• Managing inspection records in a consistent manner</li> <li>• Developing and follow-up on Compatible Use Authorizations</li> <li>• Annual reference photography</li> <li>• Removing or placing "boards" in water control structures</li> </ul>

Activity Codes	Definition
<b>Eligibility Determinations/Processing Applications</b>  <b>(Elig Det &amp; Proc Apps)</b>	<p>Assistance provided when a customer files an application for cost-share of conservation practices and systems. Time spent on pre-application screening, determining eligibility, reviewing applications, ranking applications, and approving applications for funding.</p> <p>Time spent on conservation planning before an application has been approved for funding will be charged to "CTA - Conservation Planning".</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Assisting customers to understand and complete pre-application screening tools and submit applications</li> <li>• Determining eligibility</li> <li>• Establishing and/or participating in peer review panels</li> <li>• Reviewing application with customer to assure a complete package</li> <li>• Reviewing, scoring, and ranking applications</li> <li>• Entering application data into ProTracts</li> <li>• Approving applications for funding</li> </ul>
<b>Facility Maintenance</b>  <b>(Facility Maint)</b>	<p>Time spent maintaining the facilities of a plant materials center to assure a safe, secure, and productive workplace. Includes new construction, remodeling, and maintenance of physical facilities and grounds/general areas. (It does not include plot maintenance – this is recorded under plant evaluation and release or plant technology development, as applicable.)</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Maintenance of seed storage facilities</li> <li>• Mowing, painting, and other routine maintenance tasks</li> <li>• Installing new and maintaining existing equipment and structures</li> <li>• Maintaining equipment (tractors, planters, etc)</li> <li>• Implementing homeland security measures</li> </ul>
<b>Field Snow Survey</b>  <b>(Field Snow Surv)</b>	<p>Collect and analyze data on depth and water equivalent of the snowpack. Includes automatically-collected and manually-obtained data on mountain snowpack conditions.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Traveling to and from the site</li> <li>• Measuring snowpack</li> <li>• Recording snowpack data</li> <li>• Monitoring mountain snowpack and climate using the SNOTEL</li> </ul>

Activity Codes	Definition
<b>Flood Insurance Studies</b>  <b>(Flood Ins Study)</b>	<p>Providing technical assistance to carry out specific flood insurance studies as interagency agreements are developed between NRCS and the Federal Emergency Management Agency (FEMA).</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Meeting or coordinating with FEMA</li> <li>• Developing interagency agreements</li> <li>• Providing technical assistance to implement interagency agreements</li> <li>• Conducting surveys and investigations</li> <li>• Completing study documentation and reports</li> </ul>
<b>Floodplain Management Studies</b>  <b>(Fldpln Mgmt Study)</b>	<p>Providing technical assistance to communities and rural areas to help them make decisions to avoid adverse impacts associated with occupying and modifying floodplains, and to help them prevent incompatible floodplain development.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Participating in public meetings</li> <li>• Gathering and analyzing resource information</li> <li>• Determining the extent and impact of past storm events</li> <li>• Developing and analyzing alternatives to reduce flood damages</li> <li>• Completing study documentation and reports</li> </ul>
<b>Foundation Seed Maintenance</b>  <b>(Found Seed Maint)</b>	<p>Time spent assuring that there is an adequate supply of breeder and foundation seed and vegetative materials. Includes storing and maintaining seed reserves.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Planting and maintaining fields for breeder and foundation seed and vegetative materials</li> <li>• Harvesting breeder and foundation seed and vegetative materials</li> <li>• Processing and storage of seed and vegetative materials</li> <li>• Testing quality and documenting seed reserves</li> <li>• Inspection and certification of seed and vegetative materials</li> </ul>
<b>Geologic Investigations</b>  <b>(Geologic Investigations)</b>	<p>MEO Geologists shall perform investigations in close coordination with NRCS personnel and customers. Activities include geologic investigation planning, geologic reconnaissance, preliminary geologic investigation, detailed geologic investigation, as-built (construction) investigations, remediation, rehabilitation and repair investigations, emergency watershed protection and engineering reports. These activities are in support of the 'Benefits All' national program.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Perform geologic investigations</li> <li>• Make interpretations</li> <li>• Develop recommendations</li> </ul>

Activity Codes	Definition
<b>HEL Compliance</b>  <b>(HEL Comply)</b>	<p>Activities undertaken to assure that farms receiving commodity payments are in compliance with the Highly Erodible Lands (HEL) provisions of the 1985 Food Security Act (FSA) as needed.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Making HEL determinations upon receipt of form AD-1026 from the Farm Services Agency</li> <li>• Making HEL determinations upon client's request</li> <li>• Performing FSA HEL compliance reviews</li> <li>• Preparing and maintaining lists of highly erodible soil map units</li> <li>• Work involved dealing with violations or appeals</li> </ul>
<b>Inventory Policy, Planning &amp; Design</b>  <b>(Inv Plcy Plng &amp; Dsgn)</b>	<p>Policy development, design and planning for the national inventory. Includes establishing objectives, scientific principles and business requirements; establishing survey process, methods and protocols.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Identifying where samples will be taken</li> <li>• Establishing inventory protocols</li> <li>• Scheduling the inventory</li> <li>• Designing and guiding the implementation of CASIC system</li> <li>• Designing and guiding the implementation of QA/QC processes, criteria and methodology</li> </ul>
<b>Inventory Preparation &amp; Support</b>  <b>(Inv Prep &amp; Sppt)</b>	<p>Time spent preparing for data collection. Includes identifying, acquiring, and preparing imagery products for remote sensing and field sampling. Also includes making sure field staff have the instructions, equipment, maps, and ancillary materials necessary to collect data.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Ordering imagery</li> <li>• Converting imagery to a digital format</li> <li>• Correlating imagery with sample PSUs</li> <li>• Writing data collection instructions</li> <li>• Organizing data collection background information</li> <li>• Developing data collection manuals and guidance</li> </ul>



Activity Codes	Definition
<b>Operations Management</b>  <b>(Oper Mgmt)</b>	<p>Management of operations includes the overall monitoring, analysis, status determination, corrective redirection, and forecasting of inputs and results to ensure an efficient and effective operation. Includes conducting or participating in reviews, such as functional, oversight and evaluation, management, administrative, field, and other quality assurance reviews.</p> <p><b>Does not include program-specific operations management.</b></p> <p><b><u>Examples include tasks such as :</u></b></p> <ul style="list-style-type: none"> <li>• Participation in staff meeting</li> <li>• Developing and reporting on business plans and budgets</li> <li>• Conducting workload analyses</li> <li>• Analyzing CIS reports</li> <li>• Entering time and progress data</li> <li>• Spot checks for engineering and agronomic practices</li> <li>• Quality review of TSP work</li> <li>• Quality review with state technical or program specialists</li> <li>• Dam safety checks</li> <li>• Determining if services and practices meet policies, standards, and specifications</li> </ul>
<b>Plant Evaluation and Release</b>  <b>(Plant Eval &amp; Release)</b>	<p>Time spent identifying, collecting, and evaluating improved plant materials. Includes selecting superior plant materials and developing, documenting, and promoting their conservation potential.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Plot preparation and maintenance</li> <li>• Collecting and processing germplasm</li> <li>• Evaluating and selecting germplasm for release, including evaluation of materials by other PMCs and agencies</li> <li>• Documenting attributes and procedures</li> <li>• Initial and advanced seed/plant production from unreleased materials</li> <li>• Preparing materials for the formal release process</li> </ul>
<b>Plant Technology Development &amp; Transfer</b>  <b>(Plant Tech Dev &amp; Trans)</b>	<p>Time spent on all aspects of plant technology studies and the gathering, preparing, and delivering of plant materials information within NRCS and to the public. Includes writing technical releases, preparing and giving oral presentations, and providing expert opinion on plant suitability.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Preparing study plans, establishing plots, and evaluating study data</li> <li>• Establishing demonstrations, Field Plantings, and Conservation Field Trials, and supporting studies</li> <li>• Teaching at training sessions</li> <li>• Conducting tours</li> <li>• Presenting at professional meetings</li> <li>• Developing informational pamphlets</li> <li>• Preparing technical materials</li> </ul>

Activity Codes	Definition
<b>Product Development and Publication</b>  <b>(Prod Dev &amp; Pub)</b>	<p>Formatting NRI information for internal and external release. Includes development of publications for the general public as well as scientific and professional journals.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Developing pamphlets and brochures</li> <li>• Preparing and delivering scientific papers and posters</li> <li>• Creating specialized customer service applications</li> <li>• Preparing reports</li> </ul>
<b>Program Management &amp; Support</b>  <b>(Prog Mgmt &amp; Sppt)</b>	<p>Developing policy, rules, and manuals specific to the program; providing <b>operations management, supervision</b>, analysis, and administration; developing, delivering, or receiving <b>training</b> (internal and external) specific to the program; and <b>communications and relations</b>. This includes presenting program-specific information to NRCS and partner employees and outreach to potential customers.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Assistance to local workgroups</li> <li>• Drafting requests for proposals</li> <li>• Preparing ranking criteria</li> <li>• Drafting program policy and guides</li> <li>• Preparing average cost and eligible practices</li> <li>• Analysis of costs and accomplishments</li> <li>• Performing program reviews</li> <li>• Performing quality assurance reviews</li> <li>• Correspondence (including email)</li> <li>• Entering time or progress data</li> </ul>
<b>Project Management &amp; Implementation</b>  <b>(Proj Mgmt &amp; Impl)</b>	<p>Time spent managing or implementing RC&amp;D Council approved projects.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Scheduling project activities</li> <li>• Preparing progress reports for Council meetings</li> <li>• Assuring completed actions meet specification</li> <li>• Entering progress data in RC&amp;D POINTS</li> </ul>
<b>Project Planning</b>  <b>(Proj Plan)</b>	<p>Time spent working with project sponsors to prepare proposals and plans for RC&amp;D Council consideration. Includes time required to meet with planning communities, conduct research, and establish project goals, action items, and implementation schedules.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Researching and developing potential funding sources</li> <li>• Preparing schedule of project activities</li> </ul>

Activity Codes	Definition
<b>Rehabilitation Assessment &amp; Ranking</b>  <b>(Rehab Asmnt &amp; Rank)</b>	<p>Assistance provided to watershed project sponsors interested in rehabilitation of aging watershed dams.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Conducting assessments of the condition of watershed dams including preparing assessment reports</li> <li>• Assisting project sponsors understand their responsibilities with potential rehabilitation projects</li> <li>• Reviewing project sponsor applications</li> <li>• Completing rehabilitation spreadsheets to rank sponsor applications</li> </ul>
<b>Resource Conservation &amp; Development (RC&amp;D) Area Plan</b>  <b>(RC&amp; D Area Plan)</b>	<p>Time spent developing, modifying, or monitoring the official approved RC&amp;D Area Plan.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Researching RC&amp;D Area economic and natural resource conditions</li> <li>• Organizing planning meetings</li> <li>• Organizing and conducting public input meetings</li> <li>• Collecting and organizing data, public input, and Council direction</li> <li>• Monitoring Council progress on implementation of the Area Plan</li> <li>• Developing Annual Plans of Work</li> <li>• Assisting in preparing annual reports</li> </ul>
<b>SNOTEL System Installation and Maintenance</b>  <b>(SNOTEL Instl &amp; Maint)</b>	<p>Installation and maintenance of remote automated monitoring (SNOTEL) stations. Includes locating new sites and maintenance of existing sites.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Traveling to and from the site</li> <li>• Preparing the site</li> <li>• Testing the equipment</li> <li>• Calibrating equipment</li> <li>• Diagnosing equipment failures</li> </ul>
<b>Snow Survey Data Management</b>  <b>(Snow Surv Data Mgmt)</b>	<p>Managing data collected from field surveys and automated monitoring stations. Includes analyses, reports, and summaries of current and historical snow survey data.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Managing data in the Water and Climate Information System (WCIS)</li> <li>• Developing software</li> <li>• Making snowpack data accessible to users</li> <li>• Creating snowpack maps</li> </ul>

Activity Codes	Definition
<b>Soil Survey – Initial</b>  <b>(Soil Surv Init)</b>	<p>Includes all activities required for initial soil survey information conducted primarily by project soil survey staff. Excludes tasks done primarily to support FOTG or SSURGO.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Mapping and related field data collection activities</li> <li>• Developing mapping legends, map unit descriptions, official series descriptions, taxonomic descriptions, interpretations, and other Soil Survey Handbook information for the survey area</li> <li>• Initial, progressive and final field reviews</li> <li>• Progressive and final correlation activities</li> <li>• Technical edits</li> <li>• Progressive compilation and digitizing (not completed under SSURGO Initiative)</li> <li>• Digital map finishing data preparation</li> <li>• NASIS database development, editing and population</li> <li>• Pre-mapping activities (map sheet set up, stereoscoping, electronic file and geodatabase set up, etc.)</li> </ul>
<b>Soil Survey – Maintenance &amp; Update</b>  <b>(Soil Surv Maint &amp; Updt)</b>	<p>Includes all activities required to maintain or update soil survey information conducted primarily by project soil survey staff. Excludes tasks done primarily to support FOTG or SSURGO.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Field work and data collection required to maintain/update existing soils information</li> <li>• Revising legends, map unit descriptions, official series descriptions, interpretations, etc.</li> <li>• Initial, progressive and final field reviews (updates)</li> <li>• Progressive and final correlation (correlation amendments) activities</li> <li>• Technical edits</li> <li>• Progressive compilation, digitizing (not completed under SSURGO Initiative)</li> <li>• Digital map finishing data preparation</li> <li>• NASIS database development, editing and population</li> <li>• Pre-mapping activities (map sheet set up, stereoscoping, electronic file and geodatabase set up, etc.)</li> </ul>

Activity Codes	Definition
<b>Soil Survey e-Publication</b>  <b>(Soil Surv E-Pub)</b>	<p>Includes all activities required to make soil information available in a useable form through the Internet, other electronic format or hard copy.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Analyzing primary core data for completeness</li> <li>• Technical review of data elements, tables added for e-publication</li> <li>• Map finishing of spatial data</li> <li>• General Soil Map and Index Map production</li> <li>• Negative preparation</li> <li>• loading and maintaining databases at the staging server and soil data warehouse</li> <li>• Page formatting, and preparing data for CDs</li> </ul>
<b>Soil Technology Development and Maintenance</b>  <b>(Soil Tech Dev &amp; Maint)</b>	<p>Actions taken to develop, maintain and transfer soil survey technology and soil base data. Includes collecting benchmark or important soils data and maintaining benchmark soil data and descriptions, refining and testing statistical procedures, and transfer of developed technology to users.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Checking benchmark and important soils data for completeness</li> <li>• Testing state-of-the-art tools for field soil survey</li> <li>• Analysis of the web-usability of data and products</li> <li>• Developing and revising interpretations and reports</li> <li>• Characterization studies and long term monitoring</li> <li>• Research studies</li> <li>• Populating and maintaining LIMS database</li> <li>• Developing or maintaining handbooks, manuals, etc.</li> <li>• <b>SSURGO production (Note: SSURGO production is the only task that should be charged to programs other than Soil Survey CO-02 using this activity code. SSURGO production should not be charged to Soil Survey CO-02.)</b></li> </ul>
<b>Structural Design &amp; Implementation</b>  <b>(Strct Dsgn Impl)</b>	<p>Survey, design, and installation of structural watershed improvement project measures. Includes tasks associated with construction or rehabilitation of structural measures used to protect and restore watersheds.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Conducting surveys, geologic investigations, and designs of structural measures</li> <li>• Preparing construction specifications</li> <li>• Conducting construction inspections</li> <li>• Preparing as-built plans</li> </ul>
<b>Supervision</b>  <b>(Supervision)</b>	<p>Providing or receiving supervisory assistance. <b>Does not include program-specific supervision.</b></p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Preparing performance standards</li> <li>• Conducting individual performance reviews</li> <li>• Preparing award recommendations</li> <li>• Recruiting</li> <li>• Hiring</li> </ul>

Activity Codes	Definition
<b>Technical Consultations</b>  <b>(Tech Consult)</b>	<p>Providing technical assistance that is not expected to result in formal planning assistance. The consultation may be with individuals, units of government, tribes, and organizations.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Developing and presenting inventories and evaluations (I&amp;E)</li> <li>• Direct responses to requests for technical information or products</li> <li>• Advising conservation districts who are responding to applications for development permits</li> <li>• Providing soils information over the counter</li> <li>• Providing Technical Soil Services</li> <li>• Providing floodplain information over the counter</li> <li>• Consulting with local units of government on sediment and erosion control plans; zoning ordinances; planning committees; etc.</li> </ul>
<b>Technology Development</b>  <b>(Tech Dev)</b>	<p>Providing assistance to NRCS and others by creating the technology for conservation planning and application. Technology development includes creating standards and specifications, conservation guides, procedural handbooks, technical information databases, and conservation standards (urban and agricultural).</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Obtaining peer review of new or revised conservation practice standards</li> <li>• Developing software to aid the design of conservation systems</li> <li>• Revising conservation field manuals</li> <li>• Creating databases for use with the Revised Universal Soil Loss Equation</li> <li>• Conservation Field Trials</li> <li>• <b>Note: Do not use this activity code for SSURGO production. Time spent on SSURGO production should be recorded using the Soil Technology Development and Maintenance activity code.</b></li> </ul>
<b>Technology Transfer</b>  <b>(Tech Transfer)</b>	<p>Providing assistance to assure that conservation technology is available, understood, and used by conservationists. Technology transferred is typically used to increase efficiency and/or quality in the application of conservation practices and systems. Technology transfer includes <b>developing</b> training materials, <b>providing or attending training</b> (internal and external to NRCS), and issuing Electronic Field Office Technical Guide updates.</p> <p><b>Examples include tasks such as:</b></p> <ul style="list-style-type: none"> <li>• Preparing and providing technical training to NRCS and conservation district employees (does not include management, information technology, civil right, supervisory, or general training)</li> <li>• Receiving technical training</li> <li>• Issuing documents such as technical notes to NRCS employees</li> <li>• Making presentations to national, state, and field staffs to present newly available technology</li> </ul>

<b>Training</b> <b>(Training)</b>	<p>Training includes <b>developing, delivering and attending non-technical training</b>, both formal and informal. Includes self-paced modules, classroom training sessions, and satellite and distance learning courses.</p> <p><b>Does not include program-specific operations management.</b></p> <p><b><u>Examples include tasks such as :</u></b></p> <ul style="list-style-type: none"> <li>• Web TCAS training</li> <li>• PRS and POINTS training</li> <li>• Civil Rights training</li> <li>• Ethics training</li> <li>• Customer service training</li> <li>• Project management training</li> <li>• Geology training</li> <li>• <b>Boot Camp training</b></li> </ul>
<b>Water Supply Forecast Development and Distribution</b> <b>(Wtr Sup Frst Dev &amp; Dist)</b>	<p>Creating water supply forecasts that present a broad picture of water supply outlook conditions for the Western United States, including selected streamflow forecasts and storage in larger reservoirs.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Developing seasonal water supply forecasts for specific river basins</li> <li>• Estimating snowmelt runoff</li> <li>• Preparing and disseminating seasonal water supply forecasts for clients via SS-WSF webpages</li> <li>• Interpreting seasonal water supply forecasts for users</li> <li>• Creating special water supply products to meet user needs for conservation planning, water management, and drought risk assessment and mitigation</li> </ul>
<b>Watershed &amp; Area-wide Planning</b> <b>(Wtrshd &amp; Area Plng)</b>	<p>Providing technical assistance to develop a plan with a client or clients for a watershed or other geographical area defined by the client and stakeholders. The area-wide conservation plan addresses all resource problems identified, contains alternative solutions that meet the minimum quality criteria for each resource, and addresses applicable laws and regulations. Includes developing area or watershed plans, area or watershed assessments, disaster assessments, cooperative agreements, and memorandums of understanding (MOU). The MEO Geologist shall provide support and investigations, inventories, and assessments for watershed planning as part of an interdisciplinary team. These geologic activities are in support of the 'Benefits All' national program.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Analyzing watershed or area-wide resource needs</li> <li>• Preparing watershed or area-wide resource concern maps</li> <li>• Developing watershed or area-wide alternative treatments</li> <li>• Assisting watershed or area-wide stakeholders to develop coordinated resource management plans</li> <li>• Meetings to support locally-led efforts</li> </ul>

Activity Codes	Definition
<b>Wetland Compliance</b> <b>(WET Comply)</b>	<p>Activities undertaken to assure that farms receiving commodity payments are in compliance with the wetlands provisions of the 1985 Food Security Act (FSA) as needed.</p> <p><b><u>Examples include tasks such as:</u></b></p> <ul style="list-style-type: none"> <li>• Making wetland determinations on land/tracts in response to an AD-1026 indicating potential modifications of wetlands</li> <li>• Making wetland determinations on land/tracts at client's request</li> <li>• Performing FSA compliance reviews according to the wetland requirements of the 1985 Food Security Act</li> <li>• Maintaining maps of certified wetland determinations completed</li> <li>• Work involved dealing with violations or appeals</li> </ul>
<b>Other - NHQ</b> <b>(Other-NHQ)</b>	<p>All activities performed by NHQ personnel that are neither program-specific nor covered by the other activity codes available under Benefits All Programs.</p>
<b>Other - Centers</b> <b>(Other-Centers)</b>	<p>All activities performed by Centers personnel that are neither program-specific nor covered by the other activity codes available under Benefits All Programs.</p>



## 36. Appendix:

### Program & Activity Codes Used in WebTCAS 2007

Program Codes	Activity Codes
<b>Conservation Technical Assistance General</b>  <b>(CTA-GENRL)</b>	Conservation Implementation Conservation Planning HEL Compliance Program Management & Support Soil Technology Development & Maintenance Technology Consultation Technology Development Technology Transfer Watershed & Area-wide Planning Wetland Compliance Easement Management Easement Enforcement
<b>Conservation Technical Assistance-Grazing Lands Conservation</b>  <b>(CTA-GLC)</b>	Conservation Implementation Conservation Planning Program Management & Support Technology Consultation Technology Development Technology Transfer
<b>Conservation Technical Assistance-National Resources Inventory</b>  <b>(CTA-NRI)</b>	Analysis & Analytical Support Data Collection Inventory Policy, Planning & Design Inventory Preparation & Support Product Development & Publication Program Management & Support
<b>Soil Survey</b>  <b>(Soil)</b>	Program Management & Support Soil Survey - Initial Soil Survey – Maintenance & Update Soil Survey e-Publication Soil Technology Development & Maintenance
<b>Snow Survey</b>  <b>(Snow)</b>	Field Snow Survey Program Management & Support SNOTEL System Installation & Maintenance Snow Survey Data Management Water Supply Forecast Development & Distribution
<b>Plant Materials Center</b>  <b>(PMC)</b>	Facility Maintenance Foundation Seed Maintenance Plant Evaluation & Release Plant Technology Development & Transfer Program Management & Support
<b>Environmental Quality Incentives Program</b>  <b>(EQIP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support Soil Technology Development & Maintenance

<b>Program Codes</b>	<b>Activity Codes</b>
<b>EQIP – Ground and Surface Water Conservation</b> <b>(EQIP-GSWC)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support
<b>EQIP – Klamath Basin</b> <b>(EQIP-Klamath)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support
<b>Agricultural Management Assistance Program</b> <b>(AMA)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support
<b>Soil and Water Conservation Assistance Program</b> <b>(SWCA)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support
<b>Wildlife Habitat Incentives Program</b> <b>(WHIP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support
<b>Conservation Security Program</b> <b>(CSP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support Soil Technology Development & Maintenance
<b>Biomass Research and Development Program</b> <b>(BRD)</b>	Contract Development & Maintenance Eligibility Determinations / Processing Applications Program Management & Support
<b>EQIP-Conservation Innovation Grants</b> <b>(EQIP-CIG)</b>	Contract Development & Maintenance Eligibility Determinations / Processing Applications Program Management & Support
<b>Colorado River Basin Salinity Control Program</b> <b>(CRBSCP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Program Management & Support

Program Codes	Activity Codes
<b>Forestry Incentive Program</b> <b>(FIP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Program Management & Support
<b>Great Plains Conservation Program</b> <b>(GPCP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Program Management & Support
<b>Wetlands Reserve Program</b> <b>(WRP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Easement Acquisition & Agreements Easement Enforcement Easement Management Eligibility Determinations / Processing Applications Program Management & Support Soil Technology Development & Maintenance
<b>Grassland Reserve Program</b> <b>(GRP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Easement Acquisition & Agreements Easement Enforcement Easement Management Eligibility Determinations / Processing Applications Program Management & Support
<b>Healthy Forests Reserve Program</b> <b>(HFRP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Easement Acquisition & Agreements Easement Enforcement Easement Management Eligibility Determinations / Processing Applications Program Management & Support
<b>Farm and Ranch Lands Protection Program</b> <b>(FRPP)</b>	Easement Acquisition & Agreements Easement Enforcement Easement Management Eligibility Determinations / Processing Applications Program Management & Support
<b>Conservation Reserve Program</b> <b>(CRP)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support Soil Technology Development & Maintenance

Program Codes	Activity Codes
<b>Watershed Planning</b> <b>(PL-06)</b>	Flood Insurance Studies Floodplain Management Studies Program Management & Support Watershed & Area-wide Planning
<b>Small Watershed Operations</b> <b>(WF-08)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support Structural Design & Implementation Watershed & Area-wide Planning
<b>Flood Prevention Operations</b> <b>(WF-03)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support Structural Design & Implementation Watershed & Area-wide Planning
<b>North Fork Hughes River</b> <b>(No. Fork Hughes Rvr)</b>	Conservation Implementation Contract Development & Maintenance Contract Planning Eligibility Determinations / Processing Applications Program Management & Support Structural Design & Implementation Watershed & Area-wide Planning
<b>Emergency Watershed Protection Program</b> <b>(EWP)</b>	Conservation Implementation Contract Development & Maintenance Easement Acquisition & Agreements Easement Enforcement Easement Management Eligibility Determinations / Processing Applications Program Management & Support Structural Design & Implementation
<b>Southern California Emergency Watershed Protection Program</b> <b>(SOUTHERN CA-EWP)</b>	Conservation Implementation Contract Development & Maintenance Easement Acquisition & Agreements Easement Enforcement Easement Management Eligibility Determinations / Processing Applications Program Management & Support Structural Design & Implementation

Program Codes	Activity Codes
<b>Emergency Watershed Protection Program-2005 Hurricane</b>  <b>(EWP-2005 Hurricane)</b>	Conservation Implementation Contract Development & Maintenance Eligibility Determinations / Processing Applications Program Management & Support Structural Design & Implementation Easement Acquisition & Agreements Easement Enforcement Easement Management
<b>Watershed Rehabilitation Program</b>  <b>(WRHB)</b>	Contract Development & Maintenance Program Management & Support Rehabilitation Assessment & Ranking Structural Design & Implementation Watershed & Area-wide Planning
<b>Resource Conservation &amp; Development</b>  <b>(RCD)</b>	Council Capacity Development Program Management & Support Project Management & Implementation Project Planning RC&D Area Plan Watershed & Area-wide Planning
<b>Benefits All Programs</b>  <b>(BNFTS-ALL-PGMS)</b>	Administrative Support & Infrastructure Analysis & Analytical Support Communications and Relations Competitive Sourcing Studies Geological Investigations Operations Management Other – Centers Other - NHQ Supervision Training Watershed & Area-wide Planning

## APPENDIX: Program Abbreviations Used in WebTCAS 2007

Program Abbreviations	Program Names
AMA	Agricultural Management Assistance Program
BNFTS-ALL-PGMS	Benefits All Programs
BRD	Biomass Research and Development Program
CRBSCP	Colorado River Basin Salinity Control Program
CRP	Conservation Reserve Program
CSP	Conservation Security Program
CTA-GENRL	Conservation Technical Assistance-General
CTA-GLC	Conservation Technical Assistance- Grazing Lands Conservation
CTA-NRI	Conservation Technical Assistance-National Resources Inventory
EQIP	Environmental Quality Incentives Program
EQIP-GSWC	Environmental Quality Incentives Program – Ground and Surface Water Conservation
EQIP-KLAMATH	Environmental Quality Incentives Program – Klamath Basin
EQIP-CIG	Environmental Quality Incentives Program - Conservation Innovation Grants
EWP	Emergency Watershed Protection Program
EWP-FPE	Emergency Watershed Protection Program – Floodplain Easements
EWP-2005 Hurricane	Emergency Watershed Protection Program – 2005 Hurricane
FIP	Forestry Incentive Program
FRPP	Farm and Ranch Lands Protection Program
GPCP	Great Plains Conservation Program
GRP	Grassland Reserve Program
HFRP	Healthy Forests Reserve Program
No. Fork Hughes Rvr	North Fork Hughes River
PL-06	Watershed Planning
PMC	Plant Materials Center
RAMP	Rural Abandoned Mine Program
RCD	Resource Conservation and Development
SNOW	Snow Survey
SOIL	Soil Survey
Southern CA-EWP	Southern California Emergency Water Protection Program
SWCA	Soil and Water Conservation Assistance Program
WBP	Water Bank Program
WF-03	Flood Prevention Operations
WF-08	Small Watershed Operations
WHIP	Wildlife Habitat Incentives Program
WRP	Wetlands Reserve Program
WRHB	Watershed Rehabilitation
BNFTS-ALL-PGMS	Benefits All Programs

## Appendix: Activity Code Abbreviations Used in WebTCAS 2007

Activity Code Abbreviation	Activity Names
Admin Sppt & Infra	Administrative Support & Infrastructure
Analysis & Analytical Sppt	Analysis & Analytical Support
Comm & Relations	Communication and Relations
Comp Source	Competitive Sourcing Studies
Cnsrv Impl	Conservation Implementation
Cnsrv Plng	Conservation Planning
Cntrct Dev & Mgmt	Contract Development and Management
Cntrct Plng	Contract Planning
Council Capcty Dev	Council Capacity Development
Data Coll	Data Collection
Easemt Acq & Agrmt	Easement Acquisition & Agreements
Easemt Enforce	Easement Enforcement
Easemt Mgmt	Easement Management
Elig Det & Proc Apps	Eligibility Determinations / Processing Applications
Facility Maint	Facility Maintenance
Field Snow Surv	Field Snow Survey
Flood Ins Study	Flood Insurance Studies
Fldpln Mgmt Study	Floodplain Management Studies
Found Seed Maint	Foundation See Maintenance
Geologic Investigations	Geologic Investigations
HEL Comply	HEL Compliance
Inv Plcy Plng & Dsgn	Inventory Policy Planning & Design
Inventory Preparation & Support	Inventory Preparation & Support
Operations Management	Operations Management
Plant Eval & Release	Plant Evaluation & Release
Plant Tech Dev & Trans	Plant Technology Development & Transfer
Prod Dev & Pub	Product Development & Publication
Prog Mgmt & Sppt	Program Management & Support
Proj Mgmt & Impl	Project Management & Implementation
Proj Plan	Project Planning
Rehab Asmnt & Rank	Rehabilitation Assessment & Ranking
RC & D Area Plan	Resource Conservation & Development (RC&D Area Plan)
SNOTEL Instl & Maint	SNOTEL System Installation & Maintenance
Snow Surv Data Mgmt	Snow Survey Data Management
Soil Surv Init	Soil Survey - Initial
Soil Surv Maint & Updt	Soil Survey Maintenance & Update
Soil Surv e-Pub	Soil Survey e-Publication
Soil Tech Dev & Maint	Soil Technology Development & Maintenance

Strct Dsgn Impl	Structural Design & Implementation
Supervision	Supervision
Tech Consult	Technical Consultations
Tech Dev	Technology Development
Tech Transfer	Technology Transfer
Training	Training
Wtr Sup Frcst Dev & Dist	Water Supply Forecast Development & Distribution
Wtrshd & Area Plng	Watershed & Area-wide Planning
WET Comply	Wetland Compliance
Other - NHQ	Other – NHQ
Other - Centers	Other - Centers